

## HCVF Landlord Participation Steps

**1202 N. Sixth St.** | [Click here for map](#) [1]

- 1. Find a Tenant** - Eligible families are issued vouchers and will approach owners/managers regarding newspaper ads, yard signs, and notices on the LHA office bulletin board.
- 2. Rent Determination** - Requested rent must be determined Rent Reasonable by LHA, and be comparable to similar, unassisted units in the area of the rental property. The Rent Reasonable determination will consider location, quality, size, type, age, amenities, housing services, maintenance and utilities to be provided.
- 3. Tenant Approval** - Landlords are encouraged to screen families on the basis of the family's tenancy history. The family is responsible for paying application fees and deposits. LHA's admission of eligibility to participate on the program is not a representation by LHA regarding the family's expected behavior or suitability for tenancy. LHA may provide the owner the family's current and prior address as shown on LHA records and name and address, if known, of the landlord at the family's current and prior address. Requests for this information must be made in writing.
- 4. Agreement to Enter Lease** - Once a tenant is selected the landlord the following information/forms must be completed and provided to the LHA: Request for Tenancy (RFT), W9 Form, Lease Requirement Form, and Lead Based Paint Form. Once LHA has received the completed forms, the Customer Service Representative (CSR) will make an affordability determination regarding the applicant tenant family. It is highly suggested that all new owners attend a landlord briefing to become familiar with the HCV Program Guidelines.
- 5. Affordability** - If the tenant family is moving into a new unit they may not pay more than 40% of their adjusted monthly income towards rent and utilities. When issued a voucher, the family is provided with a 40% form indicating the maximum amount of rent they can afford and are allowed to pay. A landlord is entitled to request the family's form in order to verify the affordability prior to completion and submission of the owner packet to the LHA.
- 6. Initial Unit Inspection** - If the unit is determined to be affordable for the family a Housing Quality Standards (HQS) Inspection is requested. The HQS Inspection must be completed within 5-7 business days of the completed RFT. The Housing Inspector will contact the owner by phone to schedule the inspection. All utilities must be connected and the unit must be vacant before an initial inspection can be conducted. The requested rent must be determined to be Rent Reasonable as compared to similar unassisted units. See HQS Checklist for more details about the inspection.
- 7. Housing Assistance Payment and Lease** - After the unit passes an HQS Inspection and the rent is approved by the LHA, the rent portions will be calculated and the Housing Assistance Payment (HAP) contract will be prepared. It generally takes an average of 5-10 days from the time the unit passes inspection to complete the preparation of the paperwork. A notice will be provided to the tenant that indicates the approved amount of rent for the family, the effective date of the families' rent portion and the HAP amount. HAP payments will not begin until the HAP Contract is signed and a signed lease is received.

### **Lease Requirements under the Longview HCV Program:**

- Lease between tenant and owner must be in a standard form used by the owner and that is generally used for other unassisted tenants in Longview
- Terms and conditions of the lease must be consistent with State Leasing Law
- Lease must specify utilities and appliances supplied by the owner and utilities and appliances supplied by the family
- Lease must include the HUD required Tenancy Addendum (LHA will provide). Note: the terms of the Tenancy Addendum prevail over all other provisions of the lease.
- Rent requested must be reasonable as compared to similar unassisted units and approved by the Longview HA.
- Process to utilize own lease
  - 1. Lease effective date and approved rent amount must match the HAP Contract.
  - 2. Owner must provide a signed copy of the lease when signing the HAP Contract and Tenancy Addendum.
  - 3. Those without a standard lease form may request one from the Customer Service Representative.

**8. Receiving the HAP** - The effective date of the first assistance payment can start the day the unit passes inspection and the tenant moves into the unit. The tenant is responsible for any rents due prior to the contract date.

**9. Other Required Owner/Manager Information** - LHA requires verification of the legal ownership of the property by means of a Recorded Deed. In addition the LHA needs a TAX ID number or Social Security number for tax reporting purposes. If a professional management firm represents the owner, LHA requires a fully executed management agreement verifying the arrangement. No HAP will be made prior to receipt of these documents by LHA.

**10. Adjustment to Family's Rent Portion** - If there is a change in family income or composition during the lease period the family is required to report those changes to the LHA. Rent portions will be adjusted according to the family's income. A Rent Change notice will be mailed to the family and owner to reflect the changes in the rent portions.

**11. Annual Review of Family Income and Composition** - Federal regulations require the LHA to review each family's income and composition annually. Rent portions will be recalculated and Rent Change Notices will be mailed to both the landlord and the family, should there be any change.

**12. Annual HQS Inspections and Complaint Inspections** - LHA is required to inspect the unit annually. The LHA also performs complaint inspections if it is determined that the owner or tenant is not maintaining the unit. Owners are notified of the deficiencies by mail and provided with a repair deadline. The owner or property manager is required to repair any fail items within 30 days or 24 hours for any deficiencies considered to be life threatening. The family is responsible for any damages caused by the family beyond normal wear and tear.

**13. Vacating the Unit Prior to Lease Term** - The property owner/manager must notify LHA if the family vacates the unit prior to the end of the lease term. HAP can only be made while the family lives in the unit. Families who leave the unit without notifying the LHA or owner may be terminated from the HCV Program.

**14. Completing Owner/Manager Changes** - Current Owner/manager must provide a letter requesting the LHA to reassign to HAP contract to the new owner/management company. The owner must provide a letter agreeing to comply with the HAP contract along with a current W-9 and TAX ID form in order for LHA to transfer payments.

**Contacting Longview Housing Authority** - Each family is assigned a housing Customer Service Representative (CSR).

**For more information call: 903-237-1235**

| [Contact Us](#) [2]

**Source URL:** <http://housing.longviewtexas.gov/hcvp-landlord-participation>

**Links:**

- [1]  
[http://www.google.com/maps?f=q&source=s\\_q&hl=en&geocode=&q=1202+N.+Sixth+St.+longview,+tx&sll=32.494579,-94.73927&sspn=0.008398,0.01929&ie=UTF8&hq=&hnear=1202+N+6th+St,+Longview,+Gregg,+Texas+75601&z=16](http://www.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=1202+N.+Sixth+St.+longview,+tx&sll=32.494579,-94.73927&sspn=0.008398,0.01929&ie=UTF8&hq=&hnear=1202+N+6th+St,+Longview,+Gregg,+Texas+75601&z=16)
- [2] <http://housing.longviewtexas.gov/services-contact#LHA@LongviewTexas.gov>